



**OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)**  
**Position Vacancy Announcement**

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: <b>04-FI-OBP-0020</b>	POSITION: <b>Senior Health Policy Advisor - Medicaid</b>
POSITION SERIES: <b>DS-501</b>	POSITION GRADE: <b>DS-15/1 – 16/10</b>
OPENING DATE: <b>September 16, 2004</b>	CLOSING DATE: <b>Open Until Filled</b>
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: <b>September 30, 2004</b>	SALARY RANGE: <b>\$87,305 - \$127,125</b>  TOUR OF DUTY:
WORKSITE: <b>1350 Pennsylvania Avenue, N.W.</b>	AREA OF CONSIDERATION: <b>Unlimited</b>
PROMOTION POTENTIAL: <b>DS-16</b>	NO. OF VACANCIES: <b>One (1)</b>
AGENCY: <b>Office of Budget and Planning</b>	DURATION OF APPOINTMENT: <b>Permanent</b>

This position is **NOT** in a collective bargaining unit.

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**BRIEF DESCRIPTION OF DUTIES:** The incumbent is responsible for providing executive leadership with health-related financial policy advice, counsel and technical assistance. Leads special health-related financial crisis management teams that work with District health agency heads to resolve serious budgetary issues and challenges that may arise. Serves as a member of the OBP executive management team. Provides counsel, advice and technical assistance to the CFO on overarching issues and concerns regarding citywide health, managed care and Medicaid issues. Accompanies the DCFO and other key District officials to meetings and City Council hearings that pertain to Medicaid issues to assist in providing detailed program information and analysis. Prepares recurring and special reports of a budgetary, financial or analytical nature related to the Medicaid program, as well as reports on the Medicaid operations of cluster agencies. Assist with the coordination of Medicaid activities cluster wide, identifying duplication in services and resources. Oversees Medicaid financial operations within MAA to ensure proper administration of the District's state plan and timely reimbursement of federal funds. Facilitates Medicaid State Plan amendments relative to prospective payment systems for cluster agencies. Provides support to OBP, the Office of the Corporation Counsel and the Office of the General Counsel relative to Medicaid claims, lawsuits, and disputes.

**QUALIFICATIONS REQUIREMENTS:** One (1) year of Specialized Experience is required.

**SPECIALIZED EXPERIENCE:** Is experience that provides the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Demonstrate a superior knowledge of major public assistance programs and the provision of public assistance services, including Medicaid, health and mental health services, child welfare and cash assistance programs, as well as community services ranging from substance abuse and job readiness services to parks and recreation and elderly care services.
  2. Strong quantitative knowledge and working background for developing and analyzing major programmatic trends within the major government-sponsored public assistance programs.
  3. Comprehensive knowledge and skills of budget formulation and execution principles and techniques at the State and/or municipal level of government.
  4. Strong communication and management skills in advising executive managers and policymakers.
  5. Demonstrate exceptional experience and ability to work in a proactive manner in a dynamic and changing organizational and/or professional environment.
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SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S, QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**WORKING CONDITIONS:** Office Environment

**PHYSICAL EFFORT:** Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

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**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). (RESUME MAY BE ATTACHED.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

**WHERE TO APPLY:**

Twana Brooks  
OCFO – OMA – Human Resources  
941 North Capital Street, N.E., Suite 1200  
Washington, DC 20002  
Fax: (202) 442-6413

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**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

**NOTICE OF NON-DISCRIMINATION**

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES**

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER